

## CHECKLIST FOR APPEAL APPLICATIONS

### **REMEMBER TO:**

- ✓ Submit four (4) copies total (original plus three copies) of a completed and signed application form and four (4) copies total (original plus three copies) of a signed statement setting forth the following information:
  - The order, requirement, decision, determination or notice of violation which is the subject of the appeal. Please attach a copy of the document which sets forth the determination at issue.
  - The date upon which the decision being appealed was made.
  - The grounds for the appeal.
  - Specifically how the appellant is an aggrieved person.
  - Any additional supportive data such as plats, plans, drawings, charts or other related material. If supportive data is oversized, at least one copy no larger in size than 8 ½" X 11" should be provided.
- ✓ Submit the \$242 application fee, in the form of a check, made payable to the County of Fairfax. Cash or charge is not acceptable.
- ✓ File the appeal as follows:
  - **With the Zoning Administrator:** Original *plus* two copies of the appeal application package and the \$242 application fee to:

Zoning Administrator  
Zoning Administration Division  
Department of Planning and Zoning  
12055 Government Center Parkway, **Suite 807**  
Fairfax, Virginia 22035  
(703) 324-1314

- **With the Clerk to the Board of Zoning Appeals (BZA):** One copy of the appeal application package to:

Clerk, Board of Zoning Appeals  
Zoning Evaluation Division  
Department of Planning and Zoning  
12055 Government Center Parkway, **Suite 801**  
Fairfax, Virginia 22035  
(703) 324-1280

If appeal is not filed in *both* locations, it will be considered improperly filed and may not be accepted. Appeal must be filed **within 30 days of the date of the order** to be timely and considered for acceptance.

### **PLEASE NOTE:**

- ✓ The appellant will be notified in writing as to whether the appeal has been accepted. If accepted, the appellant will be notified of the date and time for the public hearing in the acceptance letter.
- ✓ The Appeal Application Form is available on our website [[www.fairfaxcounty.gov/dpz/forms/main.htm](http://www.fairfaxcounty.gov/dpz/forms/main.htm)] or from the Zoning Administration Division.
- ✓ If you have any questions about the appeal procedure, please call the Zoning Administration Division at (703) 324-1314.